



## UNIVERSITY RECREATION & WELLNESS

### CLUB SPORTS

# FACILITY USE POLICIES & BEST PRACTICES

## General Policies

- Respect all RecWell student and professional staff and the decisions they make.
- Report facility issues to RecWell staff (lights out, broken items, broken toilet, etc.)
- If you cancel practice or know you won't be using your allocated facility times, contact the Club Sports Office immediately and include a note in your activity report.
- All practices and events are canceled if the campus is closed.
- End practice and events on time. Be respectful of the club that uses the space after you. Include clean-up time within your practice time slot. Make sure you leave the space by the end time of your reservation.
- Do not leave trash. Clean up after yourselves. Leave the space cleaner than you found it. Put back all equipment in the proper location.
- Do not carry any items that can be misconstrued as a weapon in the open. Carry these items in bags.
- When planning large events, you MUST contact the appropriate RecWell Facility Manager 2-4 weeks before the event.
- Parking will be restricted or non-existent before and during home football and basketball games. Check the DOTS website for alternate parking options. Be sure to communicate parking restrictions to members and visiting teams.
- Always be sure to complete an Accident Report after any injury. Submit completed accident reports to the Club Sports Office within 24 hours.
- It is a requirement that a first aid kit be present at every practice and event.
- Follow all posted signs and facility rules not listed here.

## Accidents & Emergencies

- Outdoor Facility:
  - Call 911 in the event of a medical emergency. After that, contact a Club Sports Professional Staff Member IMMEDIATELY if anyone is transported to a medical facility. If a Club Sports Professional Staff Member is not reachable contact the RecWell Manager on Duty (MOD) at 301-226-4500.
- Indoor Facility:
  - Contact a RecWell staff person in the event of a medical emergency. Also, contact a Club Sports Professional Staff Member IMMEDIATELY if 911 is called or if someone is transported to a medical facility. If a Club Sports Professional Staff Member is not reachable contact the RecWell Manager on Duty (MOD) at 301-226-4500.
    - When in SPH, use the code "Medical Emergency" on the radio when there is a life threatening situation. Indicate the nature of the emergency and your location. The Head Lifeguard will then respond to your location. All other medical situations can be called in to the ERC Facility Supervisor, but you should *not* use the words "Medical Emergency".
  - If a staff member is not readily available, call 911. Contact a Club Sports Professional Staff Member IMMEDIATELY if 911 is called or if someone is transported to a medical facility. If a Club Sports Professional Staff Member is not reachable contact the RecWell Manager on Duty (MOD) at 301-226-4500.

## Artificial Turf Fields

### Facility Access

- Pick-up keys from the Eppley Recreation Center (ERC) no more than 20 minutes prior to any scheduled practice or event. Return keys immediately after your scheduled practice or event. Keep in mind ERC facility hours for key pickup & drop off.
- Follow the key pick-up and return schedule set by RecWell staff. Don't pass keys to a club outside your practice time.
- Do not climb the fence to access the field. Only access the field from an opened gate.
- The large truck gate is only for use by RecWell maintenance staff and emergency responders.
- In preparation for a possible emergency, three gates must be unlocked at all times. The gates may remain closed, but they must be unlocked.
- If snow is on the turf, practices and events are canceled. All practices and events are canceled if the campus is closed. To confirm, please contact the RecWell Rain Line at 301.314.RAIN.
- Access to the RecWell turf is by reservation only. You are authorized to respectfully ask others to leave.
- If you are the last team to leave, make sure ALL gates are closed and locked. Do not leave the gates open/unlocked unless another team is present.

### Lights

- On the Southwest corner of the Artificial Turf Fields is the light box. Use the light key to turn on/off the lights. Only use lights when necessary, don't turn them on early, just because it is easier.
- If you are the last team to leave, you must turn off the lights.

### Facility Policies

- If the field maintenance staff is completing a task on the field as you prepare to start practice, please stay clear of their work so they can complete their tasks as quickly as possible.
- Purposely hitting, kicking and throwing balls into the fence is strictly prohibited.
- No smoking, glass/metal containers, or pets are allowed inside the fenced area.
- Metal spiked footwear is not permitted.
- All goals should be returned to the concrete pad near the North fence line. Field Hockey and Lacrosse goals should be "stacked" with goal mouths facing the fence. Do not drag Lacrosse goals across concrete. Soccer goals should NOT be stacked, goals should be stored upright with the fronts facing the grass hill. Goals should not block other goals (soccer goals blocking access to lacrosse or field hockey goals).
- Food should not be consumed on the Artificial turf Fields. Sunflower seeds and chewing gum are particularly damaging to the turf.

### Events

- Extra tables and chairs are available from the shed behind the fence on the north side of the field. Please return equipment to the shed at the end of the event.
- For large events, clubs must request access to the ICA Softball Complex bathrooms on the Home Event Management Form. Access to bathrooms may be restricted during ICA events at the softball stadium. If granted access:
  - A Club Sports Supervisor will unlock/lock the bathrooms for you.
  - Please respect the bathrooms as we are fortunate to have use of them.
  - When the bathrooms are unlocked, check to make sure the door into the softball complex is locked. File an incident report and take pictures if the bathroom is dirty or damaged.
  - At the end of your event, make sure the bathrooms are left in a clean and tidy manor. File an incident report and take pictures if the bathroom is damaged.

## **Grass Fields**

### Facility Access

- Only use the portion of the field which is assigned to your club.
- Rain and generally wet conditions may cancel practice or events. Please contact the Club Sports Office to check the field status.
- Clubs need to use their best judgment when they are on the fields and inclement weather comes up. They need to remember their decision will not only impact their team but all other users for the rest of the semester.
- Clubs are authorized to respectfully ask other users to leave the fields when they have the space reserved.

### Facility Policies

- If the field maintenance staff is completing a task on the field as you prepare to start practice, please stay clear of their work so they can complete their tasks as quickly as possible.
- Distribute wear & tear across the fields. Do not stretch, warm-up, do drills, or scrimmage in the same areas every practice. Use the whole field. Use “off” field areas if possible for high intensity or concentrated drills. If running laps around the field, don’t run on or directly adjacent to field lines (perimeter).
- If the teams see an area that is worn thin, they should not drill or play on that area if there is any way to avoid it.
- Replace large divots created during play. After practices and events, walk the field as a team and replace divots.
- Return goals and equipment to the proper location and lock up if required.

## **Ritchie, Armory & Cole**

### Facility Access

- Members must bring and present their UID to the staff member to access the facility. Non-students must have the appropriate RecWell membership and appear on the online roster.

### Facility Policies

- Please do not move furniture or equipment. Do not use equipment in the halls.
- Food and drinks, with the exception of water, is not permitted in gymnasiums.
- To reduce the need for housekeeping (an extra cost for the club), clubs are encouraged to bring extra toilet paper to large events, particularly in the Armory. The Facility Manager has final say on whether or not housekeeping must be ordered.
- Do not use duct tape for any reason.
- Respect all facility rules not listed here.

### Facility Specific - Cole Club Room

- Ergs should be cleaned after each use with the cloths/rags provided.
- Please report any maintenance needs to the Club Sports professional staff.
- Ergs should be stored appropriately when not in use.
- The volume of music should be considerate to nearby offices and classrooms.

### Facility Specific – Ritchie Arena

- The gym needs to be swept frequently. Set aside time to sweep before and after your practice. Housekeeping cleans the floor every morning, but dust builds up during the day. If a broom is not available, contact a facility supervisor.

### Facility Specific – Ritchie Multipurpose Room

- The mats need to be cleaned after each use. Cleaning must be built into your practice time slot. Please contact RecWell if more cleaning supplies are needed.
- Do not punch/kick the walls & pads.
- The room has mirrors and ceiling tiles, thus users should not throw balls, frisbees or anything else that may damage the facility. In addition, users should stay clear of the mirrors to avoid damaging them. Any broken items will be charged back to the club.

- Storage closets must be kept organized. Be considerate of other users of the storage space. For example, mats and other items must be placed back in their original positions due to limited storage.

#### Facility Specific – Armory Gym

- There is no storage available for clubs at the Armory.
- Day use lockers are available and locks will be available for checkout when the facility is staffed.
- The gym needs to be swept frequently. Set aside time to sweep before and after your practice. The gym gets a lot of use between ROTC, KNES classes, clubs, and IMs and dust builds up during the day. If a broom is not available, contact a facility staff.
- Participants must wear non-marking athletic shoes and are REQUIRED to carry in their shoes and change in the designated area in order to prevent unnecessary damage to the courts. Cleats are strictly prohibited.
- Soccer Policies:
  - Only regulation futsal balls may be used in the Armory Gym. These balls are weighted and smaller than a regulation (size 4) ball. Balls and nets may be checked out from facility staff with a UID.
  - Participants may NOT intentionally kick the ball into the wall during warm up or while waiting to play.
  - There shall be no designated goal keeper.
  - Absolutely NO slide tackling will be permitted.
  - Participants are not allowed to play in a manner that is potentially dangerous or reckless. Safety for all our participants is our number one priority.

## **School of Public Health (SPH)**

#### Facility Access

- Club officers must report to Eppley Recreation Center no more than 20 minutes prior to going over to SPH to receive storage cabinet keys and a radio.
- Enter SPH from the side entrance closest to the Eppley Recreation Center.
- Card access is granted only to safety officers. Card access is given during club specific practice and event times.
- Always close all doors after your practice is over. This includes the room doors, storage room doors, and exterior doors (specifically if your practice ends at 11pm).
- Return keys and radio immediately after your practice or event.

#### Facility Policies

- Use of SPH is a privilege. The facility is not managed by RecWell.
- Whether SPH is being used for a practice or an event, a radio must be picked up from the ERC Information Desk.
- Respect all RecWell or SPH student and professional staff and the decisions they make.
- Do not store personal equipment in club storage areas. Keep storage areas and cabinets organized and clean.
- Lost and found items should be returned to the ERC upon conclusion of your practice/event. Any personal items left in storage areas are subject to be removed or thrown away.
- Please do not move furniture or equipment. Do not use equipment in the halls.
- Do not use duct tape for any reason.
- Bring your own white board markers. The facility is not responsible for having them available.
- For large events, clubs will be required to take out the trash at the end of each day. Trash can be deposited in the dumpster between the ERC and SPH. Clubs that fail to clean up after themselves and remove trash will be fined \$350. In addition, for all future events, the club will be charged for housekeeping services which average \$80/day.

#### Facility Specific - Matted Room (0107)

- Street shoes are not allowed to be worn on the mats. Socks, bare feet or activity specific shoes are recommended. Also, for sanitary reasons, please don't use the restroom in activity specific shoes.
- The mats need to be cleaned after each use. Cleaning must be built into your practice time slot. Please contact RecWell if more cleaning supplies are needed.
- Do not punch/kick the walls & pads.

- The room has mirrors and ceiling tiles, thus users should not throw balls, frisbees or anything else that may damage the facility. In addition, users should stay clear of the mirrors to avoid damaging them. Any broken items will be charged back to the club.
- Clubs are welcome to use the stereo in this facility, however the music needs to be appropriate and not too loud to affect other groups. The Stereo Cabinet is locked (and should be locked when you leave), a key to the cabinet is on the key ring you checkout from the ERC.

#### Facility Specific – Gym (2101)

- The gym needs to be swept frequently. Set aside time to sweep before your practice. Housekeeping cleans the floor every morning, but dust builds up from kinesiology classes during the day. Brooms are available in the storage closet.

#### Facility Specific - Gymnastics Room

- A coach must be present to use the facility.
- Men's gymnastics equipment is not allowed to be used.

#### Facility Specific – Weight Room (0103)

- A trainer must be present to use the facility.
- Clubs are welcome to use the stereo in this facility, however the music needs to be appropriate and not too loud to affect other groups. In the event that BodPod testing is taking place in 0105 which is adjacent to 0103, clubs may be asked to turn the stereo down as it may affect the results of the testing. The test usually only takes about 3 minutes or so.
- Respect SPH Fitness Center Faculty & Staff Hours. Club members are not allowed to enter the SPH Fitness Center to warm up, etc.

## **Eppley Recreation Center (ERC)**

#### Facility Access

- Members must bring and present their UID to the staff member to access the facility. Non-students must have the appropriate RecWell membership and appear on the online roster.
- For Home Events, please contact the Club Sports professional staff 48 hours in advance with a list of visiting teams and/or competitors. The list will be posted at the ERC Information Desk and access will be granted.
- If a specific room is locked, please go to the Information Desk and ask that a Facility Supervisor unlock it for you.

#### Facility Policies

- Personal belongings should be secured in lockers. Gym bags, backpacks, etc. are not allowed in activity areas.
- Water in closed, resealable drinking containers are allowed. All other drinks, food and glass containers are confined to Sneakers Lounge.
- Smoking, tobacco and gum are prohibited.

#### Facility Specific – Racquet Courts

- Non-marking athletic shoes are required.
- Racquet frame must have a protective guard.

#### Facility Specific – Multipurpose Room

- Do not store personal equipment in club storage areas. Keep storage areas and cabinets organized and clean.
- If you wish to use the smart classroom technology, please go to the Information Desk and request a Facility Supervisor.

#### Facility Specific – Natatorium

- Changing on the pool deck is prohibited.
- Report damaged/broken equipment to the RecWell Head Lifeguard.
- Bring your own white board markers. The facility is not responsible for having them available.

- White boards should be returned to the north wall of the natatorium after use.
- Club equipment should be returned to the natatorium Storage area after use.
- Unless otherwise authorized, the use of photo or video equipment on the pool deck or in the locker rooms is strictly prohibited.
- Properly use all equipment (e.g. do not turn cart upside down to get equipment out).

#### Facility Specific – Classrooms/Student Board Room

- Bring your own white board markers. The facility is not responsible for having them available.
- If you wish to use the smart classroom technology, please go to the Information Desk and request a Facility Supervisor.

## **MNCPPC Heurich Turf Fields**

#### General Information

- This facility is not owned by University Recreation & Wellness or the University of Maryland. It is managed by the Maryland-National Capital Park and Planning Commission (MNCPPC)
- If you have any questions or concerns upon your arrival at the field, please contact Jose' Leon at 301-442-3156. Please call if you are running late.

#### Facility Access

- The facility should be unlocked by MNCPPC staff by the time your reservation begins.
- Be sure to bring a copy of your Administrative Booking Permit (reservation confirmation). This is available from the Club Sports professional staff.
- Please remember that the time of the permit is to include any and all set/up, warm up, practice, game and cleanup needed. The time you have reserved the field is when you will be allowed to access the field. You will not be permitted on the field early, and you are expected to leave the field promptly at the end of the designated time of your permit.

#### Facility Policies

- Respect all MNCPPC staff and the decisions they make.
- Report facility issues to MNCPPC staff (lights out, broken items, broken toilet, etc.)
- Clubs are responsible for the supervision and control of all group participants, spectators, and for any damage to the property during use.
- All food, gum, sunflower seeds are prohibited. Water in plastic containers is permitted. No glass containers of any kind are permitted.
- Metal spiked footwear is prohibited.
- No vehicular traffic is permitted on the field.
- Users are responsible for returning the facility to its original condition.
- Alcohol and tobacco products are prohibited on park premises.
- Clubs may not charge admission fees, or sell any merchandise, article, thing, food, or beverages. No food trucks.
- Amplification, loud music, and excessive noise are prohibited.
- Pop-up Tents can be used; however, they cannot be staked in the ground. They must be on the outside of the fence.

## **ICA Indoor Turf Facility**

#### General Information

- This facility is not owned by University Recreation & Wellness. It is managed Intercollegiate Athletics. Use of this facility is a privilege, not a right. ICA may revoke access at any time if facility policies are not being followed.
- The facility is heated to 10-15 degrees above the outside temperature.
- A portable toilet is available outside the main entrance.

#### Facility Access

- Pick-up keys (#86) from the Eppley Recreation Center (ERC) no more than 30 minutes prior to any scheduled practice. The club scheduled on the North section will always pick up the keys. Return keys by Noon the next day. Keep in mind ERC facility hours for key pickup & drop off.
- Make sure the door and fence are properly locked before you leave. Turn off all lights.
- Parking is free and no permit is required.
  - The parking lot is dark. For personal security reasons, please enter and exit the facility as a group.
  - Vehicle break-ins have been known to happen. Do not leave any valuables in your vehicle.
- Please remember that the time of your reservation includes any and all set/up, warm up, practice, and cleanup needed. You are not permitted to show up early or stay late.

#### Facility Policies

- Respect all ICA and RecWell staff and the decisions they make.
- Report facility issues or damages to RecWell staff immediately (lights out, broken items, etc.)
- Clean up any spills or biohazards (throw-up) immediately. Use the clean-up kit provided and notify RecWell staff via email immediately. Further cleaning needs to be done by ICA staff.
- Cleats of any kind are not allowed.
- All goals MUST be stored outside the facility in the fenced in area. The indoor facility should be completely clear of goals at the end of practice. Use the roll-up door to move goals in/out of the indoor facility.
- If balls or frisbees go beyond the protective barrier, use the access gates to retrieve them.
- All hitting for baseball, softball & cricket should be contained to the batting cage.
- All throwing/shooting for Lacrosse should be done to the East/West. All sports should be careful of the glass doors.
- No storage is available. All gear and equipment must be removed each night.